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Personnel

AIR FORCE INTERN PROGRAM

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This instruction implements AFPD 36-23, *Military Education*. It provides guidance on how to manage and administer the Air Force Intern Program (AFIP) as directed by the Air Force Chief of Staff. It applies to all personnel who manage, administer, operate, or support the program; all officers assigned to the program; and all agencies that nominate or select officers for the program.

Section A—Concept

1. AFIP provides a unique and prestigious opportunity for 50 junior captains (typically 5 to 7 years of commissioned service) to increase their knowledge of leadership and the application of air and space power. The program develops tomorrow's leaders using a combination of hands-on experience in the Office of the Secretary of Defense (OSD), Joint Staff, Secretariat, and/or Air Staff with academic graduate courses in leadership and management. AFIP is a 17-22 month non-flying training program.

Section B—Phases

2. The program consists of four phases.

2.1. Phase I - Orientation. This phase consists of in-processing; national, joint, and Air Force doctrine and strategy briefings; a Planning, Programming, and Budgeting System (PPBS) course; and visits to governmental agencies. Additionally, interns are given a set of required readings. This phase begins on or about 1 August and ends when full-time graduate studies begin in late August.

2.2. Phase II - Graduate Study. This phase includes one semester of full-time graduate courses in leadership and management at an approved university. The Air Force pays for tuition, fees, and books. This phase begins in late August and ends in mid-December after final exams.

2.3. Phase III - Rotations. This is a work-and-learn phase emphasizing professional growth and active participation. Throughout this phase, interns attend monthly meetings, the *Air Power History Course*, and professional development seminars and tours. Eligible interns may continue with

optional part-time graduate study, funded by the Air Force, leading to a masters degree as defined by the Education Services Agreement (ESA) with the approved university. This phase consists of two six-month rotations, defined as Phase IIIA and Phase IIIB, in the OSD, Joint Staff, Secretariat, and/or Air Staff. The first rotation (Phase IIIA) begins after completion of final exams in Phase II and ends on 30 June. The second rotation (Phase IIIB) begins on 1 July and ends on 31 December.

2.4. Phase IV - Three Options. Officers may select one of three options: Graduate Study; Third Rotation; or Post-Training Assignment. Eligible interns may complete a final semester of full-time graduate studies, funded by the Air Force, leading to a masters degree. This option begins on 1 January and ends in May (graduation). Interns may request a third six-month rotation in the Office of the Secretary of Defense, Joint Staff, Secretariat and/or Air Staff. This option begins on 1 January and ends on 30 June. Finally, interns may decline graduate study or a third rotation and proceed directly to their post-training assignment.

Section C—Post-Training Assignment

3. Upon completion of the program, interns are generally assigned back to wing-level or below in their primary career field or to career broadening positions which focus on continued Officer Professional Development (OPD) as defined in AFPAM 36-2630, *Officer Professional Development Guide*. OPD considerations may dictate assignments above wing level and will be considered on a case by case basis. Post-training assignments to the Office of the Secretary of Defense (to include adjunct agencies, for example, DIA, DLA, DISA, etc.), Joint Staff, Secretariat, Air Staff, and Pentagon Field Operating Agencies (FOAs) and Direct Reporting Units (DRUs) are normally prohibited, but on rare occasions OPD considerations may supersede this policy.

Section D—Eligibility Criteria

4. Officers have two opportunities to compete for AFIP, generally during their fifth and sixth years of active commissioned service. Eligibility year groups are defined as captains who have dates of rank in the same calendar year.

4.1. Line officers must have a date-of-rank (DOR) to captain in the two calendar years prior to an AFIP class date.

4.2. Judge advocates, nurses, biomedical science and medical service officers must have five or six years of total active federal commissioned service (TAFCS) prior to an AFIP class start date.

4.3. Chaplains must have a DOR to captain four, five, or six years prior to an AFIP class start date. They must also have served at least three years as an active duty chaplain. In addition, they must possess a regular commission or be granted conditional reserve status not later than the calendar year prior to an AFIP class start date.

4.4. Medical and Dental Corps officers are not eligible for this program.

4.5. Officers on CONUS or overseas long tours must have served at least 12 months time on station (TOS) as of the 30th day prior to the announced report no later than date (RNLTD). For overseas short tours, officers must have at least 10 months TOS as of the 30th day prior to the announced RNLTD. Officers who, because of the TOS limitation, were ineligible for consideration in their first year of AFIP eligibility, and who would otherwise again be ineligible in their second year of AFIP eli-

gibility because of the TOS limitation, may be nominated provided they will have at least 180 days TOS or will qualify for overseas short tour credit as of the 30th day prior to the announced RNLTDT. Senior raters should fully exploit local opportunities to meet professional development needs and use care in nominating officers who need TOS waivers.

4.6. Officers with an open Air Force Institute of Technology (AFIT) advanced academic degree (AAD) pay back commitment as of the day prior to the RNLTDT for that year's AFIP are ineligible for nomination.

Section E—Nomination Procedures

5. Senior raters may nominate up to 10 percent of their captains who meet the announced eligibility criteria. Senior raters with at least 1, but less than 10, eligible captains may nominate 1. Rounding up is not permitted. For example, a senior rater with 15 eligible captains may nominate only 1. Each nominee must complete an AFIP-specific AF Form 3849, **PME/AFIT/RTFB/Officer Worksheet**. The AF Form 3849 will only be used for the AFIP selection board and will not be maintained in the Officer Selection Folder. All nominations and AF Forms 3849 will be forwarded to the appropriate management level (ML) which will, in turn, forward them to HQ AFPC/DPAJE.

Section F—Selection Procedures

6. Nominations will be reviewed by a central board conducted by HQ AFPC/DPAJE. The board will select the 50 most highly qualified officers (45 from the line and 1 each from the eligible non-line competitive categories) and an appropriate number of alternates. Selection for AFIP normally overrides other pending assignments.

Section G—Training Reports

7. Officers selected for this program are considered Air Force level training students, and in accordance with AFI 36-2402, *Officer Evaluation System*, will receive AF Forms 475, **Education/Training Report**. AFIP interns receive training reports after each rotation (Phase IIIA and IIIB) and at the end of Phase IV (unless the intern opts for a post-training assignment at the end of Phase IIIB). The training report will be signed by the first senior rater in the reporting chain of the organization sponsoring the intern for that particular phase.

7.1. First Training Report. At the end of Phase IIIA, interns will receive an *annual* training report from the organization sponsoring the intern for that phase. The report will cover the period of time from the close-out of the intern's last Officer Performance Report (OPR) through the end of Phase IIIA (30 June).

7.2. Second Training Report. At the end of Phase IIIB, interns will receive a *directed* training report (or *final* training report if the intern opts for a post-training assignment at the end of Phase III). The report will cover Phase IIIB (1 July to 31 December or final outprocessing date).

7.3. Third Training Report. The training report requirements for Phase IV depend on which option the intern pursues. For interns who opt to complete the masters degree, HQ USAF/DPDE will complete a *final* training report. The report will cover Phase IV (1 January to graduation day in May). For interns who opt for a third rotation, the organization sponsoring the intern for that phase will complete

a *final* training report. The report will cover Phase IV (1 January to 30 June or final outprocessing date). Interns who opt for a post-training assignment after Phase IIIB will not receive a third training report.

Section H—Awards, Decorations, and Badges

8. As with other training programs, AFIP interns will not receive individual tour completion or meritorious service awards or badges for this training program. Exceptions to this policy include unit awards and citations, providing the intern's rotation occurs within the specified time frame. Additionally, interns are not authorized to wear OSD or Joint Staff badges upon completion of their six-month rotations.

Section I—Program Completion

9. Interns incur a three-year ADSC upon completion of the program as described in AFI 36-2107, *Active Duty Service Commitments (ADSC) and Specified Period of Time Contracts (SPTC)*. Interns complete the program one of three ways: successful completion of all training requirements; self-elimination from the program; or removal from the program for the good of the Air Force. Functional assignment teams will consider interns who self-eliminate from the program or are removed from the program for the good of the Air Force as force gains.

Section J—Professional Development

10. The AFIP Professional Development Program has four facets: Monthly distinguished visitor presentations/discussions; Congressional visits; *Air Power History Course*; and a minimum of two official functions. Interns are encouraged to sponsor luncheon seminars and tours for fellow interns to enhance overall professional development of the class.

Section K—Responsibilities

11. Air Force Director of Personnel Force Development (HQ USAF/DPD)

- 11.1. Establishes policy for the program.
- 11.2. Exercises approval/disapproval authority for waivers and exceptions to this policy.
- 11.3. Provides initial welcome to interns at the start of Phase I.

12. Chief, Air Force Education and Training Division (HQ USAF/DPDE) serves as Director, Air Force Intern Program

- 12.1. Develops policy, including eligibility criteria, for HQ USAF/DPD's approval.
- 12.2. Implements policy to manage and administer the program.
- 12.3. Meets with supervisors from all organizations sponsoring interns prior to Phases IIIA, IIIB, and IV (if applicable) to ensure supervisors understand their roles and responsibilities and the policies of the program.
- 12.4. Remains closely engaged with interns and supervisors throughout the duration of the AFIP class.

- 12.5. Completes Phase IV training reports for interns pursuing the masters degree.
- 12.6. Designates the senior line officer among the interns to serve as Class Leader.
- 12.7. Designates an officer to serve as Operations Officer, Air Force Intern Program.
- 12.8. Acts as the commander for Losing Commander Involvement Program (LCIP) actions.
- 12.9. Solicits formal and informal feedback from interns and intern supervisors.

13. Operations Officer

- 13.1. Serves as the funding advocate for the program.
- 13.2. Identifies resource requirements for graduate education and orientation field trips and addresses them in the proper budget and programming documents.
- 13.3. Ensures there is an ESA with the approved university.
- 13.4. Plans and supervises the graduate education to be provided by the approved university.
- 13.5. Ensures tuition, fees, and books are paid to the approved university.
- 13.6. Monitors intern activities and ensures interns accomplish required training and professional development objectives.

14. Director, Air Force Personnel Center Liaison Office (HQ USAF/DPL) serves as Support Officer, Air Force Intern Program

- 14.1. Compiles and prioritizes OSD, Joint Staff, Secretariat, and Air Staff requests for interns.
- 14.2. Distributes quotas to HQ AFPC/DPAJE designation board.
- 14.3. Develops and implements Phase I.
- 14.4. Meets with agency POCs prior to Phase I. Ensures POCs understand their responsibilities and the policies of the program.

15. Director, Air Force Personnel Center Liaison Office (HQ USAF/DPL) Staff

- 15.1. Functions as orderly room for interns for Phases I, II, and IV (for those interns pursuing a masters degree in Phase IV).
- 15.2. Maintains PC III connectivity and distributes relevant information to interns throughout the entire program.
- 15.3. Collects intern training reports, validates senior rater signatures, and forwards them to the Military Personnel Flight (MPF) for inclusion in officers' Unit Personnel Records Group (UPRG).
- 15.4. Manages and administers the AFIP Individual Newcomer Treatment and Orientation (INTRO) program.
- 15.5. Maintains a *Practical Guide* for use by supervisors and interns.
- 15.6. Forwards security clearance message to agency POCs prior to Phase I.

16. Air Force Personnel Center's Military Education Branch (HQ AFPC/ DPAJE)

- 16.1. Selects and assigns interns.
- 16.2. Advertises program objectives and provides guidance for nominations.
- 16.3. Advises ML and MPF personnel of correct procedures for nomination and public announcement of AFIP selections.
- 16.4. Conducts AFIP Selection Board to select a maximum of 50 interns each year, with an appropriate number of alternates.
- 16.5. Conducts AFIP Designation Board to assign interns to specific rotations, ensuring an equitable distribution of interns. All interns will receive an OSD or Joint Staff rotation. At least one rotation will be outside the officer's primary Air Force Specialty Code (AFSC) area. Proximity to graduate courses, intern class networking, and the number of unfilled DoD intern requests dictate that all rotations be limited to DoD activities in or near the Pentagon. Under no circumstances will interns be assigned outside DoD. Priority for intern rotations follows:
 - 16.5.1. High profile offices including Deputy Secretary of Defense, Secretary of the Air Force's Staff Group (OSX), Office of the Chief of Staff (CCX), etc.
 - 16.5.2. OSD and Joint Staff rotations.
 - 16.5.3. Broad scope areas (SAF/LL, SAF/MI, SAF/PA, SAF/IG, etc.).
 - 16.5.4. Deputy Chiefs of Staff (XO, XP, IL, DP).
 - 16.5.5. Other two-digit Secretariat and Air Staff offices.
- 16.6. Coordinates post-training assignments and ensures appropriate guidelines are followed.

17. Management Levels (MLs)

- 17.1. Provide guidance to senior raters.
- 17.2. Ensure senior raters do not exceed nomination quotas.
- 17.3. Update nominations in the Promotion Recommendation Inboard Support Management (PRISM) system after receipt of AF Forms 3849 from subordinate units.
- 17.4. Forward AF Forms 3849 to HQ AFPC/DPAJE in a timely manner.

18. Military Personnel Flights (MPFs)

- 18.1. Query PRISM to determine eligible officers (upon notification of upcoming selection board) and advise HQ AFPC/DPAJE if PRISM contains inaccurate information.
- 18.2. Advise senior raters of eligible officers and nomination procedures.
- 18.3. Forward nominees to appropriate ML.
- 18.4. Ensure ML updates PRISM information.
- 18.5. Notify senior raters and selectees upon receipt of information from higher headquarters.

19. Sponsoring agencies designate a single POC from OSD, Joint Staff, Secretariat, and every two-digit Air Staff organization to act as a liaison with HQ USAF/DPL

- 19.1. Compiles and prioritizes agency requests for intern rotations and submits requests to HQ USAF/DPL.
- 19.2. Notifies their divisions of arriving interns.
- 19.3. Attends a meeting with the Support Officer prior to the start of Phase I.
- 19.4. Designates a supervisor for each intern.

20. Intern Supervisor

- 20.1. Develops and implements training plans to ensure interns meet the training requirements and objectives of the program. Training plans should describe how interns can learn about and actively participate in organizational activities while allowing time for interns to meet program training requirements.
- 20.2. Provides informal feedback to interns, upon request.
- 20.3. Completes training reports as required.
- 20.4. Ensures interns have adequate work space.
- 20.5. Meets and discusses the policies and procedures of the program with HQ USAF/DPDE prior to the start of Phases IIIA, IIIB, and IV (for interns opting for a third rotation).
- 20.6. Grants leave to interns as needed, keeping in mind that extended periods of leave may detract from the program.
- 20.7. Refrains from assigning additional duties to interns.
- 20.8. Manages security issues more restrictive than Top Secret clearance (e.g. special compartmentalized information billets or special program access required for interns).
- 20.9. Provides formal and informal feedback to HQ USAF/DPDE and HQ USAF/DPL as needed.

21. Class Leader

- 21.1. Serves as the primary liaison between the intern class, HQ USAF/DPL, and HQ USAF/DPDE.
- 21.2. Ensures the class establishes a formal organizational structure.
- 21.3. Ensures class activities meet the training and professional development objectives of the program.
- 21.4. Provides the Operations Officer with a quarterly report of previous class activities and a quarterly plan of future class activities.
- 21.5. Maintains a continuity book for use by future classes.
- 21.6. Collects feedback and end-of-tour reports from the class and submits them to HQ USAF/DPL and HQ USAF/DPDE.
- 21.7. Designates an intern to assist the Support Officer with the AFIP INTRO program.
- 21.8. Designates an intern to maintain an official class recall roster.
- 21.9. Maintains a positive working relationship with interns in the Joint Intern Program (an intern program separate from AFIP but similar in overall objectives).

22. Interns.

- 22.1. Complete all training and professional development requirements.
- 22.2. Accomplish all actions required to gain admittance to the approved university prior to the end of Phase II (if pursuing the masters degree).
- 22.3. Establish an organizational structure by the end of Phase I. Organizational sub-elements or teams should include academics and professional development areas at a minimum.
- 22.4. Request informal feedback to clarify supervisor expectations as necessary.
- 22.5. Attain security clearance required by sponsoring agencies in a timely manner. Interns must work with security managers at home and gaining units to upgrade security clearances if required. Officers selected for AFIP will know the security requirements of their rotations prior to departing their previous assignment.
- 22.6. Sponsor the incoming class of interns.
- 22.7. Complete an end-of-tour report at the end of Phases IIIA and IIIB.
- 22.8. Submit feedback and end-of-tour reports on their AFIP experience. The reports will be used by HQ USAF/DPDE, HQ USAF/DPL, and the sponsoring agencies to evaluate and improve the program.
- 22.9. Maintain continuity books as needed for use by future classes.

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 36-23 Military Education

AFI 36-2107 Active Duty Service Commitments (ADSC) and Specified Period of Time Contracts (SPTC)

AFI 36-2402 Officer Evaluation System

AFPAM 36-2630 Officer Professional Development Guide

Abbreviations and Acronyms

AAD—Advanced Academic Degree

AFIP—Air Force Intern Program

AFIT—Air Force Institute of Technology

AFPC—Air Force Personnel Center

AFSC—Air Force Specialty Code

ADSC—Active Duty Service Commitment

AMS—Assignment Management System

DOR—Date of Rank

ESA—Education Services Agreement

LCIP—Losing Commander Involvement Program

ML—Management Level

MPF—Military Personnel Flight

OPR—Officer Performance Report

PPBS—Planning, Programming, and Budgeting System

PRISM—Promotion Recommendation Inboard Support Management

RNLTD—Report No Later Than Date

TAFCS—Total Active Federal Commissioned Service

TOS—Time On Station

UPRG—Unit Personnel Record Group